

DPS-5950

1112

26 November 1958

SUBJECT: FOG Technical Service Personnel - Prior  
Approval of All Travel and Submittal of  
Certificates of Service

TO: Contracting Officer

Reference is made to your all-suppliers letter DPS-1673 dated 13 June 1958 to the contractors who provide the FOG program with technical service personnel. This letter concerned submittal of Certificates of Service by all technicians and the necessity of obtaining approval prior to all travel.

Attached is a suggested letter which supersedes paragraph 3 of the referenced letter pertaining to travel. A statement is also included emphasizing the necessity of submitting the certificates on a timely basis. It is requested that copies be forwarded to Lockheed, Ramo-Wooldridge, Hycon, and Perkin-Elmer.

Special instructions pertaining to Westinghouse personnel was the subject of our letter dated 24 November 1958 in reply to your letter DPS-2480 dated 21 July 1958.

The suggestions contained in Lockheed's letter DPS-5267 dated 23 July 1958 which was forwarded by your letter DPS-5291 dated 30 October 1958 are disapproved. The procedures outlined in the 13 June 1958 all-suppliers letter and the attached letter are applicable to Lockheed, as well as Hycon, Perkin-Elmer, and Ramo-Wooldridge.

1 Incl  
a/s

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**CONTAINS SENSITIVE  
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SUBJECT: FOG Technical Service Personnel - Prior  
Approval of All Travel and Submittal of  
Certificates of Service

TO:

1. This letter supersedes the instructions contained in paragraph 3 of our letter DPS-1673 dated 13 June 1958 pertaining to travel by contractor technical service personnel.
2. Pursuant to the terms of the respective contracts, and to insure proper administrative control, all travel by technical service personnel must have prior approval from either the using organization or the WSPO. The following will serve to elaborate:
  - a. Authorization from the using command is necessary prior to all travel within SAC, i.e., from location to location. Travel Orders prepared by the using organization provide this authorization. The signature of the Air Force Supervisory Officer on the original copy of each Certificate of Service will serve as final approval for purposes of payment by the Contracting Officer
  - b. The WSPO is to be contacted informally by the contractors prior to all travel between locations and contractors' plants for such as vacations, training, illnesses, transfers, etc. The WSPO will keep the using command apprised of all travel authorized in this area. Where costs resulting from such travel are chargeable to the Government, the WSPO will provide the Contracting Officer with the necessary confirmation for purposes of payment.
3. The contractors are requested to immediately comply with the above instructions.
4. All contractors are again requested to prepare and submit their Certificates of Service in a timely manner. Early payment of technical representative services is contingent upon prompt submittal of the certificates. The certificates are to be prepared by the technicians in strict conformance with the format prescribed in Appendix III to T.O. 00-25-174.

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